

## BUSINESS REGISTRATION PROGRAM

The City of Eastvale has transitioned Business Registration from the County of Riverside as of July 1, 2011. Businesses within the City of Eastvale are required to obtain a business certificate. The Business Registration program is outlined in Riverside County Ordinance No. 857, which was adopted by the City of Eastvale and which details the contents of the application form, certificate issuance protocol, description of registration fees, registration inspections, water quality inspections and enforcement, and business registration enforcement procedures. The ordinance requires all businesses to register; however some businesses are exempt from paying fees. Exemptions are granted for various agricultural activities, qualified residential and home occupation businesses, places of worship, tax exempt non-profit organizations, and any business exempt by virtue of federal or state law.

Business registration fees will not exceed the reasonable cost of providing an inventory of City businesses and the required registration information. The City of Eastvale business registration program is a fee service program and is not a business license tax.

A business registration form designed to ascertain pertinent information regarding the business will be mailed to every known business within the City of Eastvale. In addition, businesses will have the ability to access the City of Eastvale's website for an online payment and registration system. For more information regarding business registration requirements, please contact the City of Eastvale at (951) 361-0900 or on the website at [www.eastvaleca.gov](http://www.eastvaleca.gov).

## FEE EXEMPTIONS

Certain qualified businesses are exempt from registration fees; however all such businesses claiming an exemption must submit within 60 days

of being notified by the City a sworn statement stating the facts of which that business is exempt. Registration fee exemptions apply to the following:

**Residential Facility:** Apartments, rooming houses, residential care homes and family day care homes.

**Church, Temple or Places of Worship:** Churches, temples or other places of worship, for worship, religious education, or the social affairs of the religious group. **NOTE:** This exemption shall not apply to other activities, including, but not limited to, day schools social service programs or Church-owned or operated business enterprises.

**Home Occupations:** Qualified home occupations that are not subject to compliance with water quality restrictions. **NOTE:** If your home occupation business is subject to water quality regulations, it will not be exempt from the registration fee.

**Agriculture:** Agriculture pursuits consisting of the growing of crops, raising of livestock, and dairying, the purchase and storage of substances, materials, supplies, animal fees and produce, and the marketing of farm products. **NOTE:** A business certificate shall be required in connections with any of the following: 1) retail nurseries, 2) retail greenhouses, and 3) wholesaling, processing, storage of manufacturing use which involves the collection of products of multiple farms or ranches.

**Federal or State Law:** Any business that is legally recognized as exempt by federal or state law.

**Non-Profit Organizations:** Any non-profit organizations that are legally recognized as tax exempt pursuant to the provisions of 26 U.S.C. Section 501.c.3.

**Note:** Any person believing their business to be exempt from business registration fees should review Ordinance No. 857 carefully prior to submitting the required sworn statement.



## CITY OF EASTVALE Business Registration

12363 Limonite Ave., Ste 910

Eastvale, CA 91752

[www.eastvaleca.gov](http://www.eastvaleca.gov)

(951) 361-0900

## FREQUENTLY ASKED QUESTIONS

### *WHAT IS THE PURPOSE OF THE BUSINESS REGISTRATION PROGRAM?*

This program provides a comprehensive inventory of businesses in the City of Eastvale, enhances public safety and helps achieve compliance with federal, state and local water quality regulations.

### *HOW DOES THE BUSINESS REGISTRATION PROGRAM BENEFIT BUSINESS OWNERS AND THE GENERAL PUBLIC?*

There are two major benefits to the business community and general public from the business registration program.

#### Public Safety

The program gives City law enforcement and fire personnel a better understanding of the business community and its processes and alerts them to potential hazards, making them more effective responding to protect residents and property.

#### Water Quality

The business registration program requires that specific business types be identified, prioritized and inspected for storm water management requirements. It will ensure that those businesses have implemented best management practices to prevent illicit discharges into the storm water system that could ultimately harm water quality.

### *HOW MUCH WILL BUSINESS REGISTRATION COST?*

Registration fees charged are as follows:

New Registration fee	\$45
Annual Renewal Fee	\$30
Change of Name/Ownership	\$30
Duplicate Certificate Fee	\$10

### *WHO IS REQUIRED TO REGISTER?*

Every person conducting or carrying on a business in the City of Eastvale must obtain a business certificate. A separate certificate must be obtained for each physical location. Any person who does not obtain the required certificate is subject to the penalties set forth in Riverside County Ordinance No. 857.

### *WHAT IF I OPERATE A MOBILE BUSINESS?*

A business certificate and a water quality compliance inspection are required for the following mobile businesses: mobile automobile or other vehicle washing; pest control services; mobile carpet, drape or furniture cleaning; masonry; painting and coating; landscaping, pool and fountain cleaning; and portable toilet servicing.

### *WHAT IF MY BUSINESS ALSO CONDUCTS BUSINESS IN ANOTHER CITY OR COUNTY?*

You might need a separate business license to conduct business in any city or county. Most California cities and counties have a business license ordinance. Each jurisdiction, however, has its own filing fee and requirements. Check with the appropriate jurisdiction for any licensing requirements.

### *HOW LONG IS THIS CERTIFICATE GOOD FOR?*

Your certificate is current for one calendar year from April 1 through March 31. Renewal fees are due February 28, 30 days prior to the expiration date.

### *DO STATE LICENSED CONTRACTORS NEED A BUSINESS CERTIFICATE?*

Any person licensed as a contractor by the State of Contractors Board must obtain a business certificate if the business address is physically located within the City of Eastvale.

### *DO I NEED A CERTIFICATE IF I WORK OUT OF MY HOME?*

Yes, home occupation businesses also require registration. Most home occupations are exempt from paying registration fees – however, water quality inspection fees may still apply. Please refer to the brochure's fee exemption section or go to our website at [www.eastvaleca.gov](http://www.eastvaleca.gov).

### *IF I AM A NONPROFIT BUSINESS, DO I HAVE TO REGISTER?*

You are required to register, but are exempt from paying fees if your organization is legally recognized as tax exempt pursuant to the provisions of Internal Revenue Code Section 501.c.3 and your claim for exemption is filed within 60 days of notification of the City's registration requirement.

### *WHAT IS A WATER QUALITY INSPECTION FEE?*

Businesses that are required to comply with applicable local, state and federal water quality regulations are required to pay an initial storm water fee for compliance determination in the amount of \$142. You will be contacted by the Public Works Department should an assessment of your water quality compliance be required. A storm water compliance inspection is an on-site evaluation of how business functions and how wastes are being managed in order to protect water quality. Please visit [www.eastvaleca.gov](http://www.eastvaleca.gov) for more information.

### *WHAT IS THE APPLICATION PROCEDURE?*

The process to obtain a business certificate takes only a few minutes and may be completed by mail or on the web-based registration system. Using the internet, go to [www.eastvaleca.gov](http://www.eastvaleca.gov) where you will find online instructions, a registration application and a convenient payment system.

### *IF I AM EXEMPT FROM FEES, DO I STILL HAVE TO REGISTER?*

Yes. Businesses that are exempt from paying fees still must register.